

**CLASS TITLE:**

**FORENSIC EVIDENCE TECHNICIAN (DOH)**

**Class Code:** 02724100

**Pay Grade:** 23A

**EO Code:** C

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Health (DOH), to be responsible for the care, custody, and maintenance of evidence submitted by law enforcement agencies; to ensure chain of custody of evidence; to receive, store, secure and inventory forensic evidence such as controlled substances or sexual assault kits; to communicate with law enforcement agencies regarding said evidence; to appear in court and provide testimony as required; and to do related work as required.

**SUPERVISION RECEIVED:** Receives instructions and specific assignments from a superior; work is reviewed in process and upon completion for accuracy and compliance with prescribed procedures.

**SUPERVISION EXERCISED:** Generally none; may assist in training or guiding new employees.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Department of Health (DOH), to be responsible for the care, custody, and maintenance of evidence submitted by law enforcement agencies.

- To ensure chain of custody of evidence.

- To receive, store, secure and inventory forensic evidence such as controlled substances or sexual assault kits.

- To communicate with law enforcement agencies regarding said evidence.

- To appear in court and provide testimony as required.

- To weigh, seal, organize and store evidence and keep accurate records regarding the same.

- To review received evidence for completeness and compliance with procedures; to follow up with agencies to request supplemental submissions and/or information.

- To maintain case files and accurate records.

- To be responsible for dispensing evidence for examination and analysis.

- To ensure that such evidence is returned in its entire state in accordance with accepted standards, practices and policies.

- To record and investigate evidence discrepancies and report such discrepancies to a superior for further investigation.

- To be responsible for returning evidence to submitting agencies upon request.

- To compile data and prepare reports as required.

- To request permission for and maintain documentation of the destruction of samples or records pursuant to retention policies and procedures.

- To assist laboratory staff in performing forensic tests, examinations, and quality assurance procedures.

- To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A working knowledge of the methods and practices regarding the chain-of-custody of evidence; a working knowledge of the proper methods and procedures of receiving, storing and securing of evidence; a working knowledge of the Rhode Island criminal justice system; the ability to follow detailed written and verbal instructions accurately; the ability to apply these methods and techniques in performing routine analyses and tests; the ability to maintain records of inventory; the ability to appear and testify in court; the ability to handle potentially infectious biological materials; the ability to compile and prepare data and reports as required; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Possession of a Bachelor's degree from a college of recognized standing in Criminal Justice, Forensic Science, Chemistry, Biology or a closely related discipline.

Class Revised: February 28, 1988

Editorial Review: March 15, 2003

Class Revised: November 21, 2021